



Superintendent
Rex Weltz
406-324-2000

Business Manager
Janelle Mickelson
406-324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING**

Lincoln Center - 1325 Poplar Street. January 7, 2025. Noon – 1:00 p.m.

I. INTRODUCTIONS

II. REVIEW OF AGENDA

III. GENERAL PUBLIC COMMENT

This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.

IV. REVIEW DECEMBER 3, 2024, BOARD POLICY MEETING MINUTES

V. POLICIES FOR SECOND READING

- A. 2070 Network Information and Communication System Policy
- B. 3150 Tobacco Free Schools – Redundant / Repeal (Policy 8225 covers tobacco and marijuana)
- C. 2170 Significant Writing / Repeal
- D. 2333 Participation in Commencement Exercises
- E. 3100 Publications and Distribution or Posting of Materials

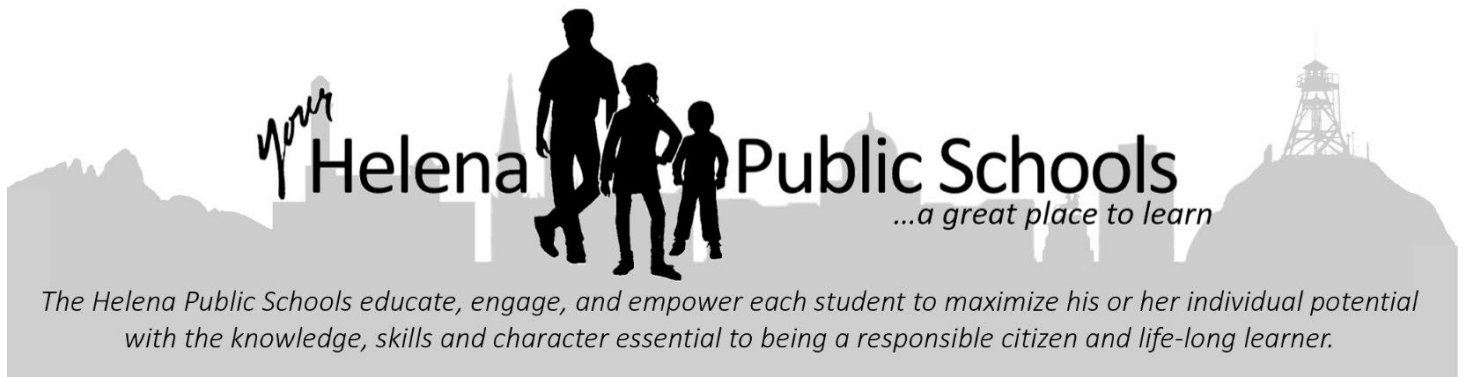
VI. PRESENTATION OF POLICIES FOR PERIODIC REVIEW:

- A. 1075 Records Management and Access to Public Records
- B. 2000 Student Instructional Goals
- C. 3000 Equal Educational Opportunities
- D. 3005 Bullying, Intimidation, Harassment & Hazing Prevention and Reporting
- E. 5000 Equal Employment Opportunity and Non-Discrimination
- F. 5015 Bullying, Intimidation, Harassment & Hazing Prevention and Reporting
- G. 4036 Facility / Therapy Dogs Policy
- H. 4050 School Resource Officer Program
- I. 5050 State of Montana VEBA Health Benefit Plan
- J. 5055 Leave of Absence
- K. 5060 Holidays
- L. 5085 Substitutes and Student Teachers / Interns
- M. 5090 Employee Electronic Services
- N. 6000 District Organization Superintendent and District Clerk

Next Meeting
February 4, 2025 at noon
Lincoln Center Board Room

VII. SUPERINTENDENT OR BOARD COMMENTS

VIII. ADJOURNMENT



Board of Trustees Policy Committee Meeting

Tuesday, December 3rd, 2024
12:00 p.m.
Lincoln Center
1325 Poplar St., Helena, MT 59601
And via
TEAMS

MINUTES

Attendees

<i>Committee:</i>	<i>Others:</i>
Jennifer Walsh, Committee Chair	Josh McKay, Assistant Superintendent
Jeff Hindoién, Trustee	Barb Ridgway, Chief of Staff
Janet Armstrong, Trustee	Todd Verrill, Facilities Director
Linda Cleatus, Trustee	Jane Shawn, HEA President
	Rex Weltz, Superintendent
	Lona Carter, Student Health Services & Special Education Director
	Candice Delvaux, Executive Assistant
	Gary Myers, Director of Educational Technology
	Keri Mizell, Human Resources Director
	Karen Ogden, Communications Officer
	Justine Alberts, Curriculum Director

I. CALL TO ORDER

The meeting was called to order at 12:04 p.m. by Policy Committee Chair, Trustee Jennifer Walsh. Following the call to order, members of the Policy Committee and other attendees introduced themselves.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. REVIEW OF THE 11.05.2024 POLICY COMMITTEE MINUTES

The Policy Committee reviewed and accepted the minutes from the November Policy Committee meeting.

V. PROPOSED POLICY UNDER REVIEW

A. Policy 5460: Social Media Policy-Under Review

Ms. Barb Ridgway discussed that *Policy 5460: Social Media Policy* is currently under review. After the Policy Committee conducted its first reading of the policy on November 5th, 2024, Ms. Jane Shawn, President of the HEA, presented the policy to her members, garnering significant feedback. Ms. Ridgway explained that she will revisit the policy with Ms. Shawn and the union, before presenting it again to the Policy Committee for further review and discussion.

VI. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 2070: Network Information and Communication System Policy

The Policy Committee reviewed and discussed *Policy 2070: Network Information and Communication System Policy*. Updated language has been incorporated into the policy, and during the review of lines 8 through 9, the committee recommended removing the language "*and faculty,*" as the policy pertains specifically to student instruction. Ms. Ridgway addressed questions from the trustees regarding the policy. The committee agreed that *Policy 2070: Network Information and Communication System Policy* will be presented to the Board of Trustees for information at the upcoming full board meeting.

VII. PRESENTATION OF POLICIES FOR PERIODIC REVIEW

A. Policy 1075: Records Management and Access to Public Records

The Policy Committee reviewed and discussed *Policy 1075: Records Management and Access to Public Records*. The committee recommended revising the language in lines 7 through 20, as much of it was repetitive and redundant. Ms. Ridgway addressed questions from the trustees regarding the policy and indicated her intention to consult with legal counsel for further review before presenting the revised policy to the Policy Committee for further review at a future meeting.

B. Policy 3150: Tobacco Free Schools

The Policy Committee reviewed and discussed *Policy 3150: Tobacco Free Schools*. Ms. Ridgway recommended its repeal, as Policy 8225, which addresses similar issues, already covers much of the same content. Ms. Ridgway addressed questions from the trustees regarding the policy. The Policy Committee determined that *Policy 3150: Tobacco Free Schools* would go before the full board of trustees for information with the recommendation to repeal the policy.

C. Policy 2000: Student Instructional Goals

The Policy Committee reviewed and discussed *Policy 2000: Student Instructional Goals*. Following the review, the committee recommended a more thorough examination of the definition of human rights, the legal language, and the language related to bullying in other relevant policies, to ensure that all terminology aligns with current legal standards and informs the language in this policy. Ms. Ridgway addressed questions from the trustees regarding the policy. The committee determined that *Policy 2000: Student Instructional Goals* would be brought back before the Policy Committee for further review at a future date.

D. Policy 2060: Instructional Materials

The Policy Committee reviewed and discussed *Policy 2060: Instructional Materials*. Ms. Ridgway indicated that she would verify the legal references for any necessary updates. She also addressed questions from the trustees regarding the policy. No changes were made to the policy, and the committee noted it as reviewed.

E. Policy 2140: Suicide Awareness and Prevention Training

The Policy Committee reviewed and discussed *Policy 2140: Suicide Awareness and Prevention Training*. Ms. Ridgway indicated that she would review the policy for any updated legal references that might need to be incorporated. She also addressed questions from the trustees regarding the policy. No changes were made to *Policy 2140: Suicide Awareness and Prevention Training*, and the committee acknowledged the policy as having been reviewed.

F. Policy 2166: Gifted Program

The Policy Committee reviewed and discussed *Policy 2166: Gifted Program*. No changes were made to the policy. Ms. Ridgway addressed questions from the trustees regarding the policy, and the committee acknowledged it as reviewed.

G. Policy 2170: Significant Writing

The Policy Committee reviewed and discussed *Policy 2170: Significant Writing*. When the policy was initially developed in 2017, the Board of Trustees opted not to implement a significant writing program as outlined in the Administrative Rules of Montana (10.55.701). Given that the policy is no longer necessary, Ms. Ridgway recommended its repeal. She also addressed questions from the trustees regarding the policy. The Policy Committee agreed to present *Policy 2170: Significant Writing* to the Board of Trustees at the upcoming full board meeting for information, with a recommendation for repeal.

H. Policy 2333: Participation in Commencement Exercises

The Policy Committee reviewed and discussed *Policy 2333: Participation in Commencement Exercises*. A thorough discussion ensued regarding foreign exchange students and the current directive preventing them from participating in the commencement ceremony and graduating. Ms. Ridgway proposed incorporating these details into the existing foreign exchange policy and indicated that she would work closely with the high school principals to conduct a more comprehensive review of the policy. She also addressed questions from the trustees. The Policy Committee agreed that *Policy 2333: Participation in Commencement Exercises* would be revisited at a future Policy Committee meeting for further review and discussion.

I. Policy 3100: Publications and Distribution or Posting of Materials

The Policy Committee reviewed and discussed *Policy 3100: Publications and Distribution or Posting of Materials*. Ms. Ridgway recommended adding the phrase "*or to be posted in schools*" after the word '*student*' on line 43. She addressed questions from the trustees regarding the policy, and the Policy Committee determined that *Policy 3100: Publications and Distribution or Posting of Materials* would be presented to the Board of Trustees for information at the next full board meeting.

J. Policy 4036: Facility / Therapy Dogs Policy

The Policy Committee was unable to complete the review of *Policy 4036: Facility/Therapy Dogs Policy* due to time constraints and determined that it would be reviewed at a future meeting

K. Policy 4050: School Resource Officer Program

The Policy Committee was unable to complete the review of *Policy 4050: School Resource Officer Program* due to time constraints and determined that it would be reviewed at a future meeting.

VIII. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

IX. ADJOURNMENT

Trustee Jennifer Walsh adjourned the meeting at 1:03 p.m.

STUDENT INSTRUCTIONNetwork Information and Communication System Policy

~~The District has implemented voice, data, and video electronic communications systems (networks).~~ The District makes Internet access and interconnected computer systems and equipment available to District students and faculty staff. The Board intends for these networks to be used only for educational activities and authorizes under this policy and district network procedures specific limitations contained therein.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior online. The District may withdraw student access to its equipment and network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of equipment, network, and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Communications over district networks is not to be considered private. Network supervision and maintenance may require review and inspection of directories or messages. All network communication is subject to both federal and state laws regarding public disclosure. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. However, the district will take all reasonable steps to secure district data files. Access procedures based on individual privileges will be instituted and monitored to ensure security at all levels.

Network access is a privilege and access to network services may be suspended or withdrawn from students and staff who do not act in accordance with the District's Acceptable Use Procedures. Student use of networked information and communication resources will be permitted upon submission of permission forms by parents or guardians of minor students (under 18 years of age) and by the students themselves. These forms are included with the District's Acceptable Use Procedures. Students will be required to indicate they will act in accordance with the Acceptable Use Procedures by signing a document indicating they have read and will abide by the procedures.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its equipment, computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the equipment, network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its equipment, computer network, and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a

47 minor, a user's parents or legal guardian to cooperate with the District in the event of its
48 initiating an investigation of a user's use of access to its equipment, computer network, and the
49 Internet.

50
51 The Board directs the Superintendent to provide training and procedures that encourage the
52 widest possible access to electronic information and communication systems and networks by
53 students, staff and patrons while establishing reasonable controls for the lawful, efficient, and
54 appropriate use and management of the system.

55
56 Legal References:

57
58 Cross References:

59
60 Policy History:

61 Adopted On: 10.14.1997

62 Revised On: 9.10.2002

63 Reviewed On:

Helena School District

STUDENTS **3150**

Tobacco-Free Schools

~~The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy and safe school environment for students, employees and the general public. Use of tobacco or tobacco innovations in any form is considered detrimental to the health of non-users as well as users of tobacco or tobacco innovations. The use of tobacco or tobacco innovations is inconsistent with the Helena Schools health education policy.~~

~~Helena Public Schools are “tobacco free.” The use of tobacco or tobacco innovations is prohibited from all school buildings, grounds and school sponsored events 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school.~~

~~Possession or use of tobacco or tobacco innovation products by students on district property, in district vehicles and at school sponsored events (whether on or off district property) is prohibited at all times.~~

~~The use of tobacco or tobacco innovation products by all school and contract employees and all visitors on district property, in district vehicles and at school sponsored events (whether on or off district property) is prohibited at all times. This includes non-school hours and all events sponsored by the school or others.~~

~~Advertising of tobacco or tobacco innovation products is prohibited in school buildings, on school property, at school functions and in all school publications. Any visual representation of tobacco or tobacco innovation products including logos, signage, or product names is not allowed. This includes clothing that advertises tobacco or tobacco innovation products.~~

~~Legal References:~~

~~Cross References:~~

~~Policy History:~~

~~Adopted On: 3.13.01~~

~~Revised On: 2.13.01, 6.12.01, 9.9.2014~~

2
3 **INSTRUCTION**

4
5 **Significant Writing**

6
7 The Board of Trustees has chosen not to have a significant writing program as defined in the
8 Administrative Rules of Montana (10.55.701). Rather the Board directs the district
9 administration and staff to develop an intensive writing program.

10
11
12 Legal Reference: ~~ARM 10.53.403 College and Career Readiness Anchor Standards for~~
13 ~~Writing~~
14 ~~ARM 10.55.701(2) (p) Board of Trustees~~
15 ~~ARM 10.55.1101 Communicate Arts Program Delivery Standards~~

16
17 Cross References: ~~Board Policy 2120 Curriculum Development and Assessment~~

18
19 Policy History:

20 Adopted on: 7.11.2017

21 Revised on:

22 Reviewed on:

2
3 **STUDENT INSTRUCTION**

4
5 Participation in Commencement Exercises

6
7 A student's right to participate in the Helena Public Schools commencement exercise is an
8 honor. Participation in the commencement ceremony is reserved for those members of the
9 graduating class who have completed all state and local requirements. The principal may allow
10 participation in the ceremony due to extenuating circumstances in cases where the student will
11 complete their requirements during the summer semester following their senior year.

12
13 The Helena Public Schools will permit students to honor their American Indian heritage through
14 the display of culturally significant tribal regalia at commencement ceremonies.

15
16 Prohibited items that may not be worn or incorporated into the graduation ceremony include but
17 are not limited to; items that promote drug use, weapon use, threats of violence, sexual
18 harassment, bullying or other intimidation, or violates a district policy, state or federal law.

19
20 The school administration will review student presentations and specific content and will advise
21 participants about appropriate language for the audience and occasion.

22
23 **Cross Reference:**

24
25 Legal Reference: Art. II, Sec. 5 Montana Constitution – Freedom of religion
26 Art. X, Sec. 1(2) Montana Constitution – Educational Goals and Duties
27 Art. X, Sec. 7 Montana Constitution – Nondiscrimination in education
28 § 20-5-201(3), MCA Duties and Sanctions
29 § 20-7-112, MCA Sectarian publications prohibited and prayer permitted

30
31 **Policy History:**

32 Adopted on: 5.14.2019

33 Revised on:

2
3 STUDENTS

4
5 Publications and Distribution or Posting of Materials

6
7 *School-Sponsored Publications*

8
9 School-sponsored publications and productions are part of the curriculum and are not a public forum for
10 general student use. Material appearing in such publications whether print or electronic should reflect
11 all areas of student interest, including topics about which there may be controversy and dissent.

12 Controversial issues may be presented provided they are treated in depth and/or represent a variety of
13 viewpoints. Such materials may not be libelous, obscene, invade the privacy of others, or conflict with
14 the basic educational mission of the school. Materials which are socially inappropriate or inappropriate
15 due to the maturity level of the students, or are materially disruptive to the educational process will not
16 be tolerated. School-sponsored publications may not advertise tobacco, tobacco innovations, liquor,
17 illicit drugs or drug paraphernalia. The author's name will accompany personal opinions and editorial
18 statements.

19
20 All student media shall comply with the ethics and rules of responsible journalism. School authorities
21 may edit or delete material which they determine is inconsistent with the District's educational mission.

22
23 *Non-School Sponsored Publications*

24
25 Distribution in school of written material that is obscene, libelous, invades the privacy of others, will
26 cause substantial disruption of the proper and orderly operation and discipline of the school or school
27 activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order is
28 prohibited. Distribution in school includes distribution on school property or at school-related
29 activities. Students who distribute such material or who write or publish such material for distribution
30 engage in gross disobedience and misconduct and will be disciplined in accordance with Board policy.

31
32 *Distribution and Posting of Materials*

33
34 To facilitate the distribution of materials with information about student activities, each school building
35 may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table
36 available to groups for placing approved materials.

37
38 School-sponsored groups are permitted to distribute materials directly to students. Outside groups,
39 including governmental agencies, parent and student organizations not sponsored by the school, and
40 community organizations, may be permitted to display their materials on a centrally located bulletin
41 board and/or table available for the displaying of materials.

42
43 Materials from non-school sponsored groups to be distributed directly to students or to be posted in
44 schools must be submitted to the Assistant Superintendent's Office for prior approval. The District may

45 require that the group submit the materials within a reasonable time period prior to the distribution or
46 display
47 to ensure the material is appropriate.
48

49 The District has the discretion to require that materials from outside groups contain the following
50 disclaimer: *“These materials are neither sponsored nor endorsed by the District, the Superintendent, or*
51 *this school.”*
52
53
54
55
56

57 Legal Reference: § 20-5-201, MCA Duties and Sanctions
58

59 Cross References:
60

61 Policy History:

62 Adopted on: 6.14.2016

63 Revised on:

64 Reviewed on:

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 Records Management and Access to Public Records

6
7 The District is committed to effective records management including meeting legal standards for
8 record retention and protection of privacy, optimizing the use of space, minimizing the cost of
9 record retention, and properly destroying outdated records. This policy applies to all records,
10 regardless of whether they are maintained in hard (paper) copy, electronically, or in some other
11 fashion.

12
13 The District requires that its records be maintained in a consistent and logical manner and be
14 managed so that the District:

- 15
16 1. Meets legal standards for protection, storage and retrieval;
17 2. Protects the privacy of students and employees of the District;
18 3. Optimizes the use of space;
19 4. Minimizes the cost of record retention; and
20 5. Destroys outdated records in an appropriate manner.

21
22 The Superintendent shall establish appropriate records management procedures and practices,
23 which shall be provided to staff members who manage records within the District. The Board
24 acknowledges the importance of public records as the record of the acts of the District and the
25 repository of information about the District. The Board acknowledges the public's right to
26 inspect and copy the District's public records, with certain exceptions. Unless otherwise
27 provided by law, a public record shall be accessible for inspection and duplication either by
28 written or oral request. The District shall respond to all such requests within a reasonable period
29 of time, generally not to exceed 10 business days. If the District cannot respond to the request
30 within 10 business days, the records custodian shall notify the requestor in writing and provide a
31 timeline for response to the request. If an oral request is not responded to within 10 business
32 days, the requestor must put the request in writing.

33
34 The Superintendent shall establish procedures for storage of and access to essential records. The
35 Superintendent shall designate essential records which are immediately necessary to:

- 36 • Respond to an emergency or disaster;
37 • Begin recovery or reestablishment of operations during and after an emergency or
38 disaster;
39 • Protect the health, safety, and property of District students and employees;
40 or
41 • Protect the assets, obligations, rights, history and resources of the District, its employees,
42 and students.

43
44 The District will provide copies of all documents, including electronic communications, in the
45 medium in which those documents exist.

Reasonable fees may be charged for copies and for time spent researching a request and reproducing materials as follows:

- actual costs directly related to fulfilling a records request including but not limited to the time required to gather, redact, scan, copy, or otherwise and reproduce the requested information; and
- actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media;
- copies of Board minutes at .15¢ per page;
- copies of other materials at .25¢ per page;
- no charge for copies emailed to requestor;
- actual postage for any copies mailed.

The District shall comply with Montana law in addressing any unauthorized breaches of its computer data security system, including but not limited to complying with all disclosure and investigative requirements.

Legal References:	§ 20-3-324, MCA	Powers and duties
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-6-1001 <i>et al</i> , MCA	Public Records
	§ 30-14-1704, MCA	Computer Security Breach
	House Bill 123	Public Records Laws

Cross Reference:

Policy History:

Adopted on:	2.8. 2011
Revised on:	1.12.2016, 2.14.2017

STUDENT INSTRUCTIONAL GOALS

The District has developed curriculum learner goals that are available through District and School Offices. These goals reflect the District's ongoing strategic educational plan and will be publicized and made available to interested citizens. This statement will be reviewed annually and revised as deemed necessary.

Cross References:

Adopted on: 1.14.2014
Revised on:
Reviewed on:

STUDENTS

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, religion, creed, national origin, sex, age, gender, sexual orientation, gender identity and expression, ancestry, marital status, military status, citizenship status, culture, social origin or condition, political affiliation, mental, physical or sensory handicap, or by any other distinguishing characteristic and other legally protected categories.

The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a complaint by using the Section 504 / ADA Grievance Procedures for claims relating to disability discrimination, the Title IX Sexual Harassment Grievance Procedures for claims of sexual harassment, or the Uniform Grievance Procedure for all other claims.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities pursuant to Title IX and its regulations. Any student may file a sex equity complaint by using the District's Uniform Grievance Procedures.

Inquiries regarding discrimination of any kind should be directed to the building administrator or District's Title IX Coordinator, who shall provide information and, if necessary, direct the individual to the appropriate grievance procedures. Inquiries regarding sex discrimination or sexual harassment may also be directed to the District's Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education, or both. The District will annually publish notice of these rights to students and parents.

Legal References:	§ 49-2-307, MCA	Discrimination in education
	§ 49-3-201, MCA et seq	Governmental Code of Fair Practices
	20 USC 1681 et seq	Title IX
	42 USC § 12111 et seq.	Americans with Disabilities Act
	29 USC § 791 et seq.	Rehabilitation Act of 1973
	28 CFR 35.107	Nondiscrimination on the Basis of Disability in State and Local Government Services
	34 CFR 104.7	Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
	34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education
	10.55.701, ARM	Board of Trustees

Cross References:

Policy History:

Adopted on: 2.10.2015
 Revised on: 2.09.2021
 Reviewed on:

STUDENTS

Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy

The Board is committed to providing students with a safe and civil school environment free from harassment, intimidation, and bullying. The District will not tolerate harassment, intimidation or bullying in any form at school, school-related events (including off campus events), school sponsored activities, school buses or any event related to school business. Bullying, harassment, intimidation or hazing by students, staff or third parties is strictly prohibited and shall not be tolerated. This includes but is not limited to: inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying.

The District expressly prohibits any form of intimidation, hazing, bullying or harassment including but not limited to the following: any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, creed, national origin, sex, gender, sexual orientation, gender identity and expression, age, citizenship status, culture, social origin or condition, marital status, military status, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic and other legally protected categories.

Intimidation, bullying and harassment include acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student's property; or (b) will place a student in reasonable fear of harm to the student's person or damage to the student's property; or (3) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Definitions:

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work program with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

2. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be

subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

3. “Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (cyberbullying) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that take place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may be reasonable be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, that has the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.

4. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, the internet, or any other technological communication innovation.

Sexual Harassment Prohibited

Sexual harassment is prohibited. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- (3) “Sexual assault” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. § 12291(a)(10), “domestic violence” as defined in 34 U.S.C. § 12291(a)(8), or “stalking” as defined in 34 U.S.C. § 12291(a)(30).

Reporting

Students who believe they are victims of sexual harassment are encouraged to discuss the matter, including the formal complaint process, with the Title IX Coordinator. Students who believe they are victims of harassment based upon a disability are encouraged to report the matter to the Section 504 Coordinator or Principal. Students may choose to report to a person of the student's same sex if alleging a violation of Title IX. Complaints will be kept confidential to the extent possible given the need to investigate.

Any adult school employee, adult volunteer, district contractor or agent who witnesses, overhears or receives a report, formal or informal, written or oral, of bullying, harassment, or intimidation shall report it in accordance with procedures developed under this policy. Any adult school employee who has notice of sexual harassment or allegations of sexual harassment shall make a report to the District's identified Title IX Coordinators. All other complaints are handled through the District's Uniform Grievance Procedure.

Formal complaints alleging sexual harassment shall be addressed through the District's Title IX Grievance Procedures. Formal complaints alleging sexual discrimination complaints shall be addressed through the District's Uniform Grievance Procedure. Complaints alleging disability discrimination or harassment shall be addressed through the District's Section 504 [and ADA if applicable] Grievance Procedures. All other complaints alleging bullying, discrimination, or harassment shall be addressed through the District's Uniform Grievance Procedure.

The Title IX Coordinator, Section 504 [and ADA if applicable], and/or administrator are responsible for taking the following actions in conformance with the applicable grievance procedure:

1. Taking prompt action to investigate/report complaints of harassment, intimidation, and bullying.
2. Promptly notifying the complainants and respondents and their parents/guardians regarding the outcome;
3. Taking supportive or remedial measures to ensure continued access to the District's programs or activities while the grievance process is pending; and
4. Taking disciplinary action as appropriate and any other actions appropriate to address the harassment, intimidation, and bullying.

In the event that a staff member or administrator knows or reasonably believes that the alleged behavior constitutes criminal activity or child abuse or neglect, the staff member or administrator shall report such activity to law enforcement and/or the Department of Public Health and Human Services. Nothing herein prohibits other individuals from reporting complaints to law enforcement. If it is determined that the alleged harassment, intimidation, or bullying did not occur at school or school-related activity or does not materially or substantially disrupt the orderly operation of the District, an administrator shall refer the matter, as appropriate, to other persons or entities with appropriate jurisdiction, including but not limited to law enforcement or the Department of Public Health and Human Services.

All staff are obligated to address bullying, harassment, hazing and intimidation as described in Board Policy 5015, administrative procedures and / or staff and student handbooks.

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

138 ***Responsibilities***

139
140 The District Administration shall be responsible for ensuring that notice of this policy is
141 provided to staff and third parties and for the development of administrative regulations,
142 including reporting and investigative procedures, as needed.

143
144 ***Consequences***

145
146 Students whose behavior is found to be in violation of this policy will be subject to discipline up
147 to and including expulsion. Staff whose behavior is found to be in violation of this policy will be
148 subject to discipline up to and including dismissal. Third parties whose behavior is found to be in
149 violation of this policy shall be subject to appropriate sanctions as determined and imposed by the
150 District Administrator or the Board. Individuals may also be referred to law enforcement
151 officials.

152
153 ***Retaliation and Reprisal***

154
155 Retaliation is prohibited against any person who reports or is thought to have reported a
156 violation, files a complaint, or otherwise participates in an investigation or inquiry. Such
157 retaliation shall be considered a serious violation of Board policy, whether or not a complaint is
158 substantiated. False charges shall also be regarded as a serious offense and will result in
159 disciplinary action or other appropriate sanctions.

160
161 Cross Reference: 5015 PERSONNEL: Harassment / Intimidation / Bullying
162 3000 STUDENTS: Equal Educational Opportunities
163 1085 Uniform Grievance Policy

164
165 Legal Reference: 34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education
166 § 20-5-207, MCA “Bully-Free Montana Act” – (revised by House Bill
167 450)
168 § 20-5-208, MCA Definition
169 § 20-5-209, MCA Bullying of student prohibited
170 § 20-5-210, MCA Enforcement – exhaustion of administrative remedies
171 § 49-2-307, MCA Discrimination in education (revised by House Bill
172 361)
173 § 49-3-101 et seq. Governmental Code of Fair Practices
174 10.55.701(2)(f), ARM Board of Trustees
175 10.55.719, ARM Student Protection Procedures
176 10.55.801(1)(d), ARM School Climate

177
178 Policy History:
179 Adopted on:
180 Revised on: 12.11.1990, 6.10.2003, 2.12.2019, 12.12.2023

2
3 **PERSONNEL**

4
5 Equal Employment Opportunity and Non-Discrimination

6
7 As required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX,
8 and Section 504 and the Americans with Disabilities Act and their regulations the District will
9 provide equal employment opportunities and will not discriminate in its educational programs or
10 activities, including in the area of employment, with respect to all persons, regardless of their
11 race, color, religion, creed, national origin, sex, age, gender, sexual orientation, gender identity
12 and expression, ancestry, marital status, military status, citizenship status, culture, social origin
13 or condition, use of lawful products while not at work, political affiliation or a mental, physical
14 or sensory disability, or by any other distinguishing characteristic if otherwise able to perform
15 essential functions of a job with reasonable accommodations, and other legally protected
16 categories

17
18 The District shall not retaliate against any employee for complaining about not receiving equal
19 employment opportunities or other unlawful discriminatory practices, participating in a
20 proceeding regarding the denial of equal employment opportunities, or otherwise opposing
21 discrimination.

22
23 The District will make reasonable accommodation for an individual with a disability known to
24 the District, if the individual is otherwise qualified for the position, unless the accommodation
25 would impose undue hardship on the District. Covid-19 vaccine status will not be used as a basis
26 to deny or allow equal opportunity to employment.

27
28 Persons who believe they have not received equal employment opportunities or have been
29 retaliated against should report their claims to the building principal or department supervisor.
30 Inquiries regarding sex discrimination or sexual harassment may also be directed to the District's
31 Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education, or both.
32 Claims of sexual harassment will be handled through the District's Title IX Sexual Harassment
33 Grievance Procedures. Claims of disability discrimination will be handled through the District's
34 Section 504 and ADA Grievance Procedure. All other claims will be handled through the
35 Uniform Complaint Procedure.

36
37 No employee or applicant will be discriminated against for initiating a complaint, serving as a
38 witness, supplying information or otherwise participating in an investigation or proceeding
39 involving an alleged violation of this policy or State or federal laws. The District reserves the
40 right to take action against any individual who knowingly makes false accusations or knowingly
41 provides false information.

42
43 Retaliation against an employee who has filed a discrimination complaint, testified or
44 participated in any manner in a discrimination investigation or proceeding is prohibited.
45
46

Cross References: [Policy 5015 Bullying/Harassment/Intimidation Prevention Reporting](#)
[Policy 1085 Uniform Complaint Procedure](#)
Title IX Sexual Harassment Grievance Procedure
Section 504 and ADA Grievance Procedure

Legal References: [29 U.S.C. §§ 621, et seq. Age Discrimination in Employment Act](#)
[42 U.S.C. §§ 12111, et seq. Americans with Disabilities Act, Title I](#)
[29 U.S.C. § 206\(d\) Equal Pay Act](#)
[8 U.S.C. §§ 1324\(a\), et seq. Immigration Reform and Control Act](#)
[29 U.S.C. §§ 791, et seq. Rehabilitation Act of 1973](#)
[20 U.S.C. §§ 1681, et seq.; Title IX of the Education Amendments](#)
[34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education](#)
[Montana Constitution, Art. X, § 1 - Educational goals and duties](#)
[§ 49-2-101, et seq. MCA Human Rights Act](#)
[§ 49-2-301, MCA Retaliation Prohibited](#)
[§ 49-1-102, MCA Freedom from discrimination](#)
[§ 49-2-303, MCA Discrimination in employment](#)
[§ 49-3-201, MCA et seq Governmental Code of Fair Practices](#)

[§ 49-2-101, et seq., MCA Human Rights Act](#)
[§ 49-2-312 Discrimination Based on Vaccine Status or](#)
[Immunity Passport Prohibited](#)
[§ 50-16-502, MCA Legislative findings \(Cited by House Bill 702\)](#)
Bostock v. Clayton County, 140 S. Ct. 1731
(2020)

Policy History:

Adopted on: 8.13.2013
Revised on: 11.10.2020, 11.9.2021, 2.13.2024

PERSONNEL**Bullying/Harassment/Intimidation & Hazing Prevention and Reporting**

The Helena Public School District strives to provide a safe and civil working and learning environment. Bullying, harassment, intimidation, between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Definitions

The District expressly prohibits any form of harassment, intimidation or bullying including but not limited to the following: any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, creed, national origin, gender, sexual orientation, gender identity, age, culture, social origin or condition, marital status, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

“Third parties” include but are not limited to students, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as School District Trustees, employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

1. “Harassment, intimidation, or bullying” means any act that substantially interferes with an individual’s opportunities, work or learning performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member / third party or an interference with educational function, and that has the effect of:

- A. Physically harming an individual or damaging an individual’s property;
- B. Knowingly placing an individual in reasonable fear of physical harm to the individual or damage to the individual’s property; or
- C. Creating a hostile working environment.

2. “Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the Internet.

Reporting

If an employee feels that he or she has been the subject of harassment, intimidation, hazing or bullying or has witnessed or become aware of harassment, intimidation, hazing or bullying in violation of these policies, he or she should immediately report his/her concerns to the building principal or the District Administrator, who has overall responsibility for such investigations. Complaints against the building principal or other supervisors shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with

the Board.

All complaints about behavior that may violate this policy shall be promptly investigated. Upon receipt of the complaint alleging harassment, Human Resources will take appropriate action to prevent the alleged conduct from continuing pending completion of the investigation. All complaints of harassment will be investigated as discreetly and confidentially as possible, but the District cannot promise anonymity to any individual. Employees are required to participate fully in investigations related to harassment, intimidation and bullying. No employee will be retaliated against for making a complaint in good faith or for participating in an investigation regarding a violation of District policy.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

All staff have the responsibility to maintain a safe environment. Further, staff have a responsibility to report incidents. Educators and school staff can help prevent harassment, intimidation, hazing or bullying by building strong relationships with students, intervening when signs of bullying are witnessed, or reported and supporting a bullying prevention climate in the school.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Legal References: 10.55.701(1)(g), ARM Board of Trustees
 10.55.801(1)(d), ARM School Climate

83	Cross References:	3005 Harassment, Intimidation and Bullying Prevention
84		Title IX
85		504
86		
87	Policy History:	
88	Adopted on:	2.12.2019
89	Revised on:	

2 SCHOOL / COMMUNITY RELATIONS

3 Facility / Therapy Dogs Policy

4 The Helena Public Schools supports the use of therapy dogs by teachers, students or other
5 qualified personnel (“handler/owner”) for the benefit of students and subject to the conditions of
6 policy and administrative procedures.

7 *Therapy Dog*

8 A “therapy dog” is a dog that has been individually trained, evaluated, and certified (e.g.
9 minimum AKC Canine Good Citizen certification or equivalent) to work with its handler/owner
10 to provide emotional support, well-being, comfort, or companionship to school district students
11 or other groups. A therapy dog must be well behaved, be under the control of its handler/owner,
12 and have a temperament that is suitable for interaction with students and others in a public
13 school.

14 A handler/owner is an individual school district staff member or volunteer who owns a therapy
15 dog and who has accompanied and participated in the certification process with the therapy dog.

16 Therapy dogs are **not** “emotional support animals” or “service animals”. A ‘service animal’ is a
17 term used in the Americans with Disabilities Act. An emotional support animal provides
18 comfort to a specific individual.

19 Therapy dogs are the personal property of the individual owner/handler, teacher, student or
20 employee and are not owned by the school district. The owner/handler shall assume full
21 responsibility for the therapy dog including but not limited to; providing proof of current
22 certification as a therapy dog, proof of up-to-date vaccinations and general good health from a
23 certified veterinary clinic, and proof of liability insurance. The handler/owner is responsible for
24 maintaining the care and behavior of the dog and insuring suitability for interacting with students
25 and others in the school while the therapy dog is on school district property.

26
27
28 Legal References:

29
30 Cross References:

31
32 Policy History:

33 Adopted on: 11.14.2017

34 Revised on:

2
3
4 **SCHOOL / COMMUNITY RELATIONS**

5
6 School Resource Officer Program

7
8
9 The Helena Public School District believes that positive relationships and a supportive
10 school culture are critical in maintaining safety and security in all schools. The district
11 has a partnership with local law enforcement that enables school resource officers (SROs)
12 to assist in supporting a safe learning environment in district schools.

13
14 The goal of the School Resource Officer program is to improve school/law enforcement
15 collaboration, perceptions and relations between students, staff and law enforcement.
16 School Resource Officers perform all functions and duties expected of a sworn law
17 enforcement officer while school administrators, in partnership with parents, have
18 exclusive authority over school discipline issues.

19
20 The Superintendent will develop a Memorandum of Agreement (MOA) outlining roles,
21 responsibilities and procedures for the SRO program. In partnership with law
22 enforcement representatives, the SRO Memorandum of Agreement will be reviewed
23 annually to determine the effectiveness of existing policies and procedures and to
24 determine necessary revisions. The Superintendent will share the results of the review
25 with the Board of Trustees.

26
27 Legal Reference:

28
29 Cross References:

30
31 Policy History:

32 Adopted on:

33 Revised on:

2
3 **PERSONNEL**

4
5 Montana VEBA (Voluntary Employee Beneficiary Association) Health Benefit Plan

6
7 The Helena School District #1 is eligible for participation in the State of Montana VEBA
8 Health Benefit Plan and Trust (“the Plan”) which was adopted by the Board of Trustees on
9 December 8, 2015, by acceptance of a completed Employer Adoption Agreement by the
10 State of Montana Department of Administration.

11
12 This policy will be in effect for the following group as defined below.

13
14 Classified/Non-Certified employees who are members of the Montana
15 Public Employees Retirement System (MPERS) and eligible for retirement
16 from MPERS, i.e. at least 50 years old with 5 years vested in MPERS, or
17 members of the district “Administrative and Independent Group” with
18 management of at least 2 employees. Contributions made on behalf of the
19 employee by the District shall be applied uniformly to all eligible
20 employees and such contributions shall be made on behalf of all eligible
21 employees. This policy requires that all employees separating from service
22 in such group while this policy is in effect shall be required to contribute the
23 value of a quarter of their accumulated sick leave, and the value of any
24 other periodic employer provided retirement benefit for this group that may
25 be approved by the Board of Trustees for Helena School District No. 1.

26
27
28
29 Policy History

30 Adopted On: 3.8.2016

31 Revised On:

2
3 **PERSONNEL**

4
5 Leave of Absence

6
7 The District provides leave to its employees pursuant to Montana law, collective bargaining
8 agreements and individual contracts. Those employees in paid leave status continue to accrue
9 seniority and are eligible for District benefits. Employees in unpaid leave status do not accrue
10 seniority and may not be eligible for benefits through the District.

11
12 *Sick Leave*

13
14 Certified employees will be granted sick leave according to terms of their collective bargaining
15 agreement. Administrators shall be granted sick leave pursuant to the terms of their individual
16 contracts. Classified employees shall be granted sick leave pursuant to Montana law governing
17 public employees. Unless otherwise stated by contract, “sick leave” means a leave of absence,
18 with pay, for an illness suffered by an employee or his or her immediate family. “Immediate
19 family” means the employee’s spouse, domestic partner, parents, siblings, children and like
20 relations of the spouse or domestic partner. A maximum of ten (10) days of accumulated sick
21 leave may be used per year because of death in the immediate family

22
23 If the District has established, either through collective bargaining or through policy, a sick leave
24 fund, employees may contribute any portion of the employee's accumulated sick leave or
25 accumulated vacation leave to a nonrefundable sick leave fund and become eligible to draw upon
26 the fund pursuant to the rules established for the fund.

27
28 *Bereavement Leave*

29 Employees covered by a collective bargaining agreement will be granted bereavement leave
30 according to the terms of their collective bargaining agreement. Other employees shall be
31 allowed up to five (5) days of bereavement leave for deaths in the immediate family (employee’s
32 spouse, domestic partner, parents, siblings, children, grandparent, grandchild and like relations of
33 the spouse or domestic partner). In the event the employee needs additional bereavement time,
34 an additional leave of up to five (5) days may be awarded at the discretion of their immediate
35 supervisor. One (1) day of bereavement leave may be granted to allow an employee to attend a
36 funeral of a family member who does not meet the criteria of “immediate family”. Any leave
37 categorized as bereavement leave shall be without loss of pay.

38
39 *Personal and Emergency Leave*

40
41 Certified employees will be granted personal and emergency leave according to the terms of their
42 collective bargaining agreement. Administrators will be granted personal and emergency leave
43 pursuant to the terms of their individual contracts, or at the discretion of the
44 Superintendent. Classified staff may be granted personal and emergency leave pursuant to the
45 terms and conditions stated in their collective bargaining agreement or current classified staff

handbook. Personal and emergency leave is without pay unless otherwise stated in the applicable collective bargaining agreement.

Civic Duties Leave

Employees shall be granted leave (with or without pay) for service on a jury, holding public office, or in response to a subpoena, in accordance with state law. The District will notify employees who were granted paid leave of any reimbursement requirements in the employee handbook.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal and state regulations regarding the employee's return to service following military leave.

Vacation Leave

Administrators will be granted vacation leave pursuant to the terms of their individual contracts and Montana law. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion and/or subject to the terms of the collective bargaining agreement, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Legal References:	§ 2-18-601, MCA	Definitions
	§ 2-18-611, MCA	Annual vacation leave
	§ 2-18-617, MCA	Accumulation of leave -- cash for unused -- transfer
	§ 2-18-618, MCA	Sick Leave
	§ 2-18-619, MCA	Jury duty – service as witness
	§ 2-18-620, MCA	Mandatory leave for employees holding public office – return requirements
	2.21.222, ARM	Calculating Annual Vacation Leave Credits

Cross References:

Policy History:

Adopted on: 9.8.2015

Revised on:

Holidays

When an eligible employee is required to work any of the school holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday. Holiday pay may not be utilized for overtime pay qualification.

When one of the school holidays falls on Sunday, the following Monday will be a holiday.
When one of the school holidays falls on Saturday, the preceding Friday will be a holiday.
When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave

Legal References: § 20-1-305, MCA School holidays

Cross References:

Policy History:

Adopted on: 9.8.2015

Revised on:

2
3 **PERSONNEL**

4
5 Substitutes and Student Teachers/Interns

6
7 Under certain circumstances, individuals other than the District-employed teaching staff
8 may be providing instruction to students in a classroom setting. The Board authorizes the
9 use of substitute teachers as necessary to replace teachers who are temporarily absent.

10 The District shall arrange for the substitute to work for the absent teacher. Under no
11 condition is a teacher to select or arrange for a private substitute. All substitute teachers
12 will be required to undergo fingerprint and background checks prior to being placed in a
13 classroom. The Board establishes a daily rate of pay for substitute teachers. No fringe
14 benefits are given to substitute teachers.

15
16 Substitutes for classified positions will be paid by the hour. When a classified employee
17 is called upon to substitute for a teacher, the teacher sub rate shall apply unless the
18 classified rate of pay is higher.

19
20 The District shall make an effort to cooperate with accredited institutions of higher
21 learning in the education of student teachers and other professionals in training (such as
22 interns) by providing a reasonable number of classroom and other real life situations each
23 year. The District and the respective training institutions shall enter into mutually
24 satisfactory agreements whereby the rules, regulations and guidelines of the practical
25 experiences shall be established.

26
27 The Superintendent shall coordinate all requests from cooperating institutions for
28 placement with building principals so that excessive concentrations of student teachers
29 and interns shall be avoided.

30
31 References: 10.55.707, ARM Teacher and Specialist Licensure
32 10.55.716, ARM Substitutes
33 §20-4-101, MCA System and definitions of teacher and specialist
34 certification – student teacher exception
35

36 Cross References:

37
38 Policy History:

39 Adopted on: 8.13.2013

40 Revised on:

PERSONNEL

Employee Electronic Services

The District provides technology including but not limited to: computers, devices, networks, and Internet access to support the educational mission of the District and to enhance the curriculum and learning opportunities for District students and staff.

Employees are to utilize the District's computers, devices, networks and Internet services for District related purposes and performance of job duties. Incidental personal use of District technology is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications that does not interfere with district operations or increase costs to the district. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

General examples of *unacceptable* uses that are prohibited include, but are not limited to the following:

1. Any use that is illegal or in violation of other policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain or commercial advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school purpose, whether profit or non-profit;
6. Knowingly providing school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor;
7. Expressing personal views in a way that the recipients would consider them to be the views of the school and/or district.
8. Any use of unauthorized, personal networking hardware; connecting unauthorized devices, for example; printers, wireless access points, network switches or routers, to the district's network;
9. Downloading or loading of software applications without permission;
10. Opening and forwarding any e-mail attachments (executable files) from unknown sources that may contain viruses;

- 47 11. Sending or facilitating mass e-mails to school users or outside parties for school or
48 non-school purposes without a supervisor's permission;
49 12. Any misuse or damage to the District's technology and/or computer equipment; and
50 13. Misuse of computer passwords or accounts, including providing personal passwords;
51 to others;
52

53 The employee is responsible for his/her actions and activities involving district devices, network
54 and Internet services, and for his/her computer files, passwords and accounts. The District
55 retains control, custody and supervision of all computers, devices, networks, and Internet
56 services owned or leased by the District. The District reserves the right to monitor all computer
57 and Internet activity by employees and other system users. Employees have no expectation of
58 privacy in their use of school computers or devices, including all electronic communication, and
59 stored files.
60

61 Employees are expected to use appropriate judgment and caution in communications concerning
62 students and staff to ensure that personally identifiable information remains confidential.
63

64 Teachers, staff members and volunteers who utilize District computers or other devices for
65 instructional purposes with students have a duty of care to supervise such use. Teachers, staff
66 and volunteers are expected to be familiar with the District's policies and rules concerning
67 student computer and Internet use and to enforce them. When, in the course of their duties,
68 employees/volunteers become aware of student violations, they are expected to stop the activity
69 and inform the building principal or other appropriate administrator.
70

71 Employees shall be responsible for any losses, costs or damages incurred by the District related
72 to violations of this policy and/or rules.
73

74 The District assumes no responsibility for any unauthorized charges made by employees
75 including but not limited to credit card charges, subscriptions, long distance telephone charges,
76 equipment and line costs, or for any illegal use on its computers or other devices.
77

78 Legal References:
79

80 Cross References:
81

82 Policy History:

83 Adopted on: 8.11.2015

84 Revised on:

2
3 SCHOOL ADMINISTRATION

4
5 District Organization: Superintendent & District Clerk

6
7 The Superintendent shall develop an organizational chart indicating the lines of authority and
8 reporting relationships for school staff. The lines of authority and reporting shall be followed
9 except in unusual circumstances.

10
11 Staff should refer matters requiring administrative action to their immediate supervisor. The
12 decision of an administrator may be appealed to an administrative officer higher in the line of
13 authority.

14
15 Each employee should be primarily responsible to only one immediate supervisor. In cases
16 where more than one supervisor oversees the duties of an employee, the division of
17 responsibility must be clearly delineated.

18
19 If the Superintendent, building principal, or other administrator is temporarily absent, the line of
20 authority and responsibility of that office shall follow a successive plan. The succession plan
21 shall be developed by the Superintendent.

22
23 Goals and Objectives

24
25 The administrative staff's primary functions are to manage the District and to facilitate the
26 implementation of a quality educational program. The administrative staff is responsible for:
27 1. effectively and efficiently managing the District's programs, budget, and buildings;
28 2. providing educational leadership;
29 3. developing and maintaining channels for communication between the school system
30 and community;
31 4. developing procedures and regulations which implement Board policy; and
32 5. planning, organizing, implementing, and evaluating educational programs.

33
34 Superintendent

35
36 The Superintendent is the District's chief executive officer and is responsible for the
37 administration and management of the District schools in accordance with Board policies and
38 directives, and State and federal law. The Superintendent is authorized to develop administrative
39 procedures/regulations to implement Board policy and to delegate duties and responsibilities.
40 Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for
41 the action that was delegated.

42
43 *Qualifications and Appointment*

44
45 The Superintendent shall have the experience and the skills necessary to work effectively with
46 the Board, District employees, students, and the community. The Superintendent shall have a

valid administrative certificate and superintendent's endorsement issued by the State. When the office of the Superintendent becomes vacant, the Board shall determine the appropriate process for filling that vacancy, and shall appoint the individual chosen by the majority of the Board to fill the position.

Evaluation

The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board which are consistent with the District's mission and goal statements. A specific time should be designated for a formal evaluation session. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent.

District Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and shall keep an accurate journal of its proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board. The Clerk will make the preparations legally required for the notice and conduct of all District elections.

The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis unless the Board requests such reports on a more frequent basis. The Clerk shall perform other duties as prescribed by State law or as directed by the Board and the Superintendent.

Evaluation

The Superintendent shall evaluate the Clerk at least once annually. The evaluation shall be based on the job description and established evaluation criteria. The Clerk shall sign a copy of the evaluation document and shall be provided a copy for his or her records. The Clerk shall have the right to attach a written statement to the evaluation within (15) business days following the evaluation conference.

93 Legal References: Mont. Const. Art. X, § 8
94 § 20-3-325, MCA Clerk of the district
95 § 20-3-321, MCA Organization and officers
96 10.55.701, ARM Board of Trustees
97 § 20-4-402, MCA Duties of district superintendent
98 § 20-4-401, MCA Appointment and dismissal of district
99 superintendent
100 § 20-3-324, MCA Powers and duties
101
102
103 Cross References:
104
105
106
107 Policy History:
108 Adopted on: 3.10.2015
109 Revised on:
110
111